

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Financial Information Database (FID)

User's Guide Fall 2004 Submission

Questions?
Contact: 517.335.0505
e-mail: Help-Desk@michigan.gov



Table of Contents

Recent Changes to the User's Guide	4
1. Financial Information Database System.....	5
1.1 INTRODUCTION	5
1.2 INTENDED AUDIENCE	5
1.3 COMMENTS AND HELP	5
<i>1.3.1 Field Lookups.....</i>	<i>5</i>
<i>1.3.2 Calendar Lookups.....</i>	<i>7</i>
<i>1.3.3 Field Dropdowns</i>	<i>7</i>
1.4 ERROR REPORTING	8
<i>1.4.1 Information Messages.....</i>	<i>8</i>
<i>1.4.2 Confirmation Messages.....</i>	<i>8</i>
2. Application Menu.....	9
2.1 USING THE APPLICATION.....	9
<i>2.1.1 User Profile Update</i>	<i>11</i>
<i>2.1.2 Welcome Page.....</i>	<i>11</i>
<i>2.1.4 Screen Header, Body and Footer Sections</i>	<i>13</i>
<i>2.1.5 School District Control Information</i>	<i>14</i>
3. Data Collection	15
3.1 DISTRICT DATA ENTRY	15
<i>3.1.1 District Data Entry – Screen 1 (Balances, Receipts & Disbursements mode)</i>	<i>17</i>
3.1.1.1 General Fund Balance Sheet Quarterly Information Section.....	17
3.1.1.2 Agency Fund Receipts and Disbursements Section.....	17
<i>3.1.2 District Data Entry – Screen 2 (Assets & Liabilities mode)</i>	<i>17</i>
3.1.2.1 Fixed Assets (Fund 91)	18
3.1.2.2 Long Term Liabilities (Fund 92)	19
3.1.2.3 Amount Due to State of Michigan	19
3.2 FID DATA UPLOAD.....	20
3.3 DISTRICT FILE LOAD STATUS.....	22
3.3.1.1 District Upload Status Fields	22
3.3.1.2 Status Code Definitions	23
3.4 USER VERIFICATION	24
3.4.1 User Verification Screen options	25
3.4.2 User Verification modes.....	25
3.5 COMMENTS ENTRY.....	26
3.6 ERRORS & WARNING DISPLAY	28
3.7 OPENING BALANCES.....	28
4. Reporting	32
4.1 BALANCE SHEET REPORT	32
4.2 REVENUE REPORT	34

4.3 EXPENDITURE REPORT	35
4.4 EDUCATION SERVICE PROVIDER REPORT.....	37
4.5 ERROR REPORT	39
4.6 BUILDING LEVEL EXPENDITURE REPORT	39
5. Appendix A – File Layouts.....	42
5.1 BALANCE SHEET LAYOUT.....	42
5.2 REVENUE LAYOUT.....	42
5.3 EXPENDITURE LAYOUT	42
5.4 EDUCATION SERVICE PROVIDER LAYOUT	42
5.5 XML FILE SCHEMA.....	43
6. Appendix B - Creating CSV FID Files in Excel	45
6.1 WHAT IS A CSV FILE?	45
6.2 HOW DO I USE EXCEL TO CREATE A CSV FILE?	45
7. Appendix C – Error and Warning Descriptions	47
7.1 ERROR MESSAGES	47
7.2 WARNING MESSAGES.....	48
7.3 CROSS FILE VALIDATION MESSAGES	48

Recent Changes to the User's Guide

October 1, 2004

Page 49: Revised definitions for *Validated for Salary Information* and *Validated for Employee Benefit Information*.

1. Financial Information Database System

1.1 Introduction

The Center for Educational Performance and Information (CEPI) is responsible for collecting and reporting data on Michigan's K-12 public schools and students. CEPI oversees the Michigan Education Information System (MEIS), which serves as a comprehensive educational data repository for compiling information. In previous years, school districts submitted aggregated financial data (Form B) using the Education Data Network (EDN). The Financial Information Database (FID) application was developed to replace the EDN to facilitate a more streamlined method of financial data submission.

The FID process supports submission of school district financial data using account codes compliant with the existing Michigan School Accounting Manual Chart of Accounts. This submission process provides additional details about the financial data submitted by school districts, which in turn help provide additional details that will facilitate informed decision-making at school, state and federal levels.

A link to the Michigan Public School Accounting Manual Chart of Accounts is available in the publications section of the Office of State Aid and School Finance on the Michigan Department of Education Web site at www.michigan.gov/mde. The Chart of Accounts is contained within the "Appendix - Definitions for Accounting Codes" located on the Manual page.

The FID application is a rule-based configurable application comprising Setup, Data Collection, Data Correction, and Reporting modules. It uses the existing MEIS security framework for user validation and authentication. Although there are several modules/submodules within the application, a user will see only those relevant to his/her role.

1.2 Intended Audience

The FID User's Guide is primarily designed for District Users of the application. This guide includes directions for using the FID application to upload and submit financial information and to generate reports.

1.3 Comments and Help

All fields display meaningful comments in the comment lines of each screen, if applicable, to aid the user in entering appropriate data. All fields support Field Lookups, Calendar Lookups and dropdowns where applicable.

1.3.1 Field Lookups

The following icon next to field indicates whether that field supports a Field Lookup feature:



Field Lookups are provided to help a user select the appropriate data for the specified field. To launch a Field Lookup on a field, click the above icon and you will see the respective Field Lookup window as


shown below. (The example below displays a Lookup for school districts.) By default, the Lookup window displays all applicable data for the respective field. To narrow the search, enter the required search criteria in part or full in the Find section of the window. (You may prefix or suffix the criteria with "%" to denote a wildcard.)

The Field Lookup window comprises two sections:

1. **Search Criteria** – This section is displayed in the upper part of the window and is used to enter any selection criteria.
2. **Results Display** – This section is displayed in the lower part of the window. This section displays multiple rows of data, each row containing the columns shown in the example. If all the results do not fit on a single displayed page, click on the [1 2 3 4 5 6 7 8 9 10 ...](#) at the bottom of the page to go to the required result set.

All Field Lookup windows support the following three options:

1. **Lookup** – This option is displayed below the search criteria. Click this option after entering your search criteria. If you select **Lookup** without entering any search criteria, all relevant data will be displayed in the grid.

To select the required row, move the cursor to the respective row and click on the **Select** icon () in the left-most column of the row. To cancel the search and return to the main screen, simply click on the **Close** option.

2. **Reset** - This option is displayed below the search criteria to the right of the Lookup option. Use this option to clear out previously entered search criteria.
3. **Close** - This option is displayed at the bottom of the window. Use this option to cancel the search and return to the main screen.

District Code :

District Name :

🔍 Lookup
🔄 Reset

Select	District Code	District Name
<input checked="" type="checkbox"/>	01010	Alcona Community Schools
<input checked="" type="checkbox"/>	02010	AuTrain-Onota Public Schools
<input checked="" type="checkbox"/>	02020	Burt Township School District
<input checked="" type="checkbox"/>	02070	Munising Public Schools
<input checked="" type="checkbox"/>	02080	Superior Central Schools
<input checked="" type="checkbox"/>	03000	Allegan ISD
<input checked="" type="checkbox"/>	03010	Plainwell Community Schools
<input checked="" type="checkbox"/>	03020	Otsego Public Schools
<input checked="" type="checkbox"/>	03030	Allegan Public Schools
<input checked="" type="checkbox"/>	03040	Wayland Union Schools

[1 2 3 4 5 6 7 8 9 10 ...](#)

✕ Close

1.3.2 Calendar Lookups

The following icon next to a field indicates whether that field supports a Calendar Lookup feature:



To launch a Calendar Lookup on a field, click the above icon and you will see the respective Calendar Lookup window, as shown below.

Month: August Year: 2004

August 2004						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Select Close

Select the required **Month**, **Year** and **Date**.

All Calendar Lookup windows support the following two options:

1. **Select** – This option is displayed at the bottom of the window. Use this option to return the selected date to the main screen.
2. **Close** – This option is displayed at the bottom of the window. Use this option to cancel the date selection and return to the main screen.

1.3.3 Field Dropdowns

Field Dropdowns are supported when the choice of values is limited. To determine whether a field supports a dropdown feature, check for the following icon next to the field:

To launch a dropdown, select the down arrow with your mouse. This will display the list of available values, as displayed below. Select the required value.

Balance Sheet ▼

- Select
- Balance Sheet
- Revenue
- Expenditure
- ESP

1.4 Error Reporting

All screen validations are done online and any errors encountered are reported to the user in a dialog box. The error messages are explicit and the errors displayed are meaningful enough to give the user adequate insight for necessary action. Error dialogs are categorized into the following categories:

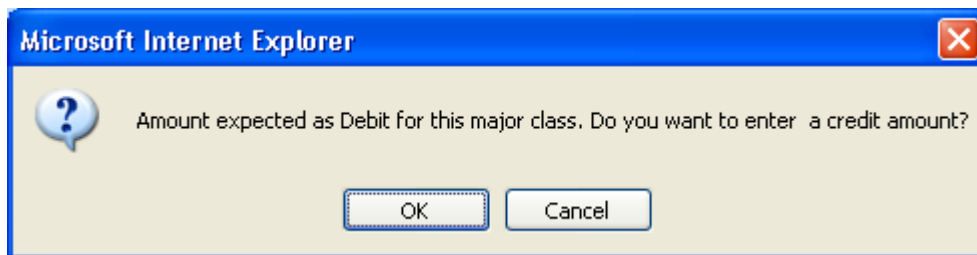
1.4.1 Information Messages

Information Messages are to notify the user of an unexpected value or event in the system. The message usually tells the user of the problem and may recommend corrective actions, if applicable. Click on the OK button at the bottom of the screen to acknowledge the message. On acknowledgement, the application returns to the respective field. An informational message is displayed as follows:



1.4.2 Confirmation Messages

Confirmation Messages are to re-confirm a certain action from the user. The dialog offers two choices to the user. Click on the OK button at the bottom of the screen to confirm the respective action or click on the Cancel button at the bottom of the screen to cancel the operation.



2. Application Menu

2.1 Using the Application

Before using the application, authorized users should familiarize themselves with the various help resources available. To download these help documents, please go to the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" on the left-side navigation bar. A submenu will appear, from which you will click on "Financial Information Database." Be sure to check back, as you will always find the most up-to-date information here.

Center for Educational Performance & Information

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MEIS Data Services

- > [Single Record Student Database](#)
- > [Registry of Educational Personnel](#)
- > [School Infrastructure Database](#)
- > [Financial Information Database](#)
- > [School Code Master](#)
- > [Student Test & Achievement Repository](#)

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Download Data

FID Overview

Data submitted by school districts via the Financial Information Database (FID) include information from districts' annual financial reports, balance sheets, revenues, district expenditures and school expenditures. In order for districts to submit their data via the FID, they must be in compliance with the Michigan Public School Accounting Manual Chart of Accounts.

FID Information

- [Recommendations for Your District Test Upload](#)
- [FID February 2004 Update](#)
- [Is Your District in Compliance?](#)
- [FID Timeline](#)
- [PowerPoint Presentation 2/26/04](#)

FID Data Manual

- [FID Record Layout](#)

Click here to enter the application.

Upload FID Data to CEPI

- [FID Application](#)
- [FID Security Agreement](#)

Additional Help Resources

FID Help

- [FID User's Guide](#)
- [Frequently Asked Questions](#)
- [Contact FID](#)
- [Browser and System Suggestions](#)
- [Financial Information Database \(FID\) Listserv](#)

FID Training Resources

- [FID User's Guide](#)
- [Frequently Asked Questions](#)
- [FID Sample Upload Files](#)
- [FID Training PowerPoint](#)

Quick Links

- > [Call to Local Superintendents - Join CEPI's LEA Listserv](#)
- > [Web Site Tips](#)
- > [Upcoming Conferences](#)
- > [Education Data Network \(EDN\) Help](#)
- > [Office of the State Budget](#)
- > [Standard & Poor's School Evaluation Services](#)
- > [MEAP/Merit](#)
- > [MI School Info Online](#)
- > [Acronyms and Abbreviations](#)
- > [StateAid/School Finance Forms](#)
- > [School Year 2003-04 Collection and Submission Dates](#)
- > [Michigan Public School Accounting Manual](#)

To become an authorized user of the FID Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to www.michigan.gov/meis. Click on the MEIS logo. On the subsequent screen, click on "Create an MEIS Account." You may also follow the appropriate link on the FID Login screen.

Once you have an MEIS account, you need to download the FID Security Agreement. From the FID home page, click on the "FID Security Agreement" link in the pink box titled "Upload FID Data to CEPI." If you experience problems with your MEIS account or password while using the application, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

In order to access the application, you have to launch the application from your browser. Click the "FID Application" link located in the pink box. When launched successfully, you will see the following FID Login screen:

Center for Educational Performance & Information

Michigan.gov
An Official State of Michigan Web Site

Date: 08-10-2004

Financial Information Database (FID)

Each fall, districts use the Center for Educational Performance and Information's Financial Information Database application to submit information from their annual financial reports, balance sheets, revenues, district expenditures and school expenditures. In order to access the FID, you must hold a valid MEIS account and have submitted a FID security agreement form signed by your Superintendent.

To obtain a MEIS login id, please [click here](#).
Download a FID Security agreement, [click here](#).

MEIS Login

User Name :

Password :

[Michigan.gov Home](#) | [Center Home](#) | [Center FAQ](#) | [Contact CEPI](#) | [Site Map](#) | [State Web Sites](#) | [Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Enter your MEIS **User Name** and **Password** and click **OK** to launch the application menu.

The system will authenticate the information provided and grant you access to the application. If the information provided is incorrect, the system will display the same login screen with an informational message.

On successful authentication:

1. If you are logging in to the FID application for the first time or you have not confirmed your user profile, the application will display your user profile details. Refer to the "Update User Profile" section for details.
2. If you have logged in to the FID before and confirmed your user profile, the application will display the "Welcome Page." Refer to the "Welcome Page" section for details.

2.1.1 User Profile Update

The FID application imports most of the user's personal information from the MEIS security framework. However, certain information that may be required by the FID application is not mandatory to create an MEIS ID. Hence the User Profile screen is displayed to enable users to review and update any required user information.

The Update User Profile can also be launched from the Data Collection module and the Welcome Page.

This screen allows a user to verify and update his/her profile information as required. All fields are required and cannot be left blank.

- **User Name** Display-only listing of your MEIS user name.
- **Display Name** Allows users to indicate how their name should be displayed on screen.
The default is the user's first and last name.
- **First Name**
- **Last Name**
- **Contact Phone** Valid telephone number, including area code.
- **Contact E-mail** Valid e-mail address.

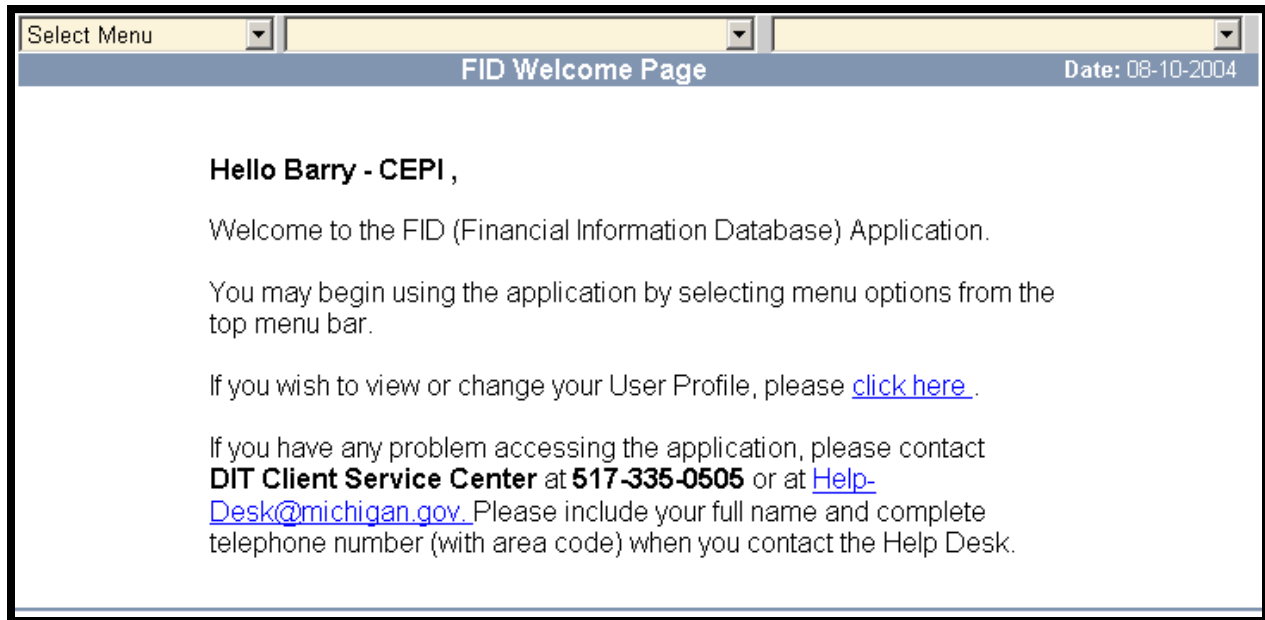
Click on **Ok** to save or confirm User Profile information.

Click on **Cancel** to reject any changes made to the User Profile information. NOTE: Until the User Profile information is confirmed, the "Update User Profile" screen will continue to be displayed at login.

On selection of **OK** or **Cancel**, the application will display the Welcome Page. Refer to the "Welcome Page" section for details.

2.1.2 Welcome Page

The Welcome Page displays a salutation with your display name as entered in the User Profile. It also displays the Application Menu that allows the user to access the various modules, submodules and programs in the FID application.



Above the FID Welcome Page title is the menu bar that displays the application menu. In this example the main module menus are Setup, Data Collection, Data Correction and Reporting. District Users will only have access to the Data Collection and Reporting modules.

Above the application menu, there is a gray toolbar containing links to help users navigate and download additional help resources.

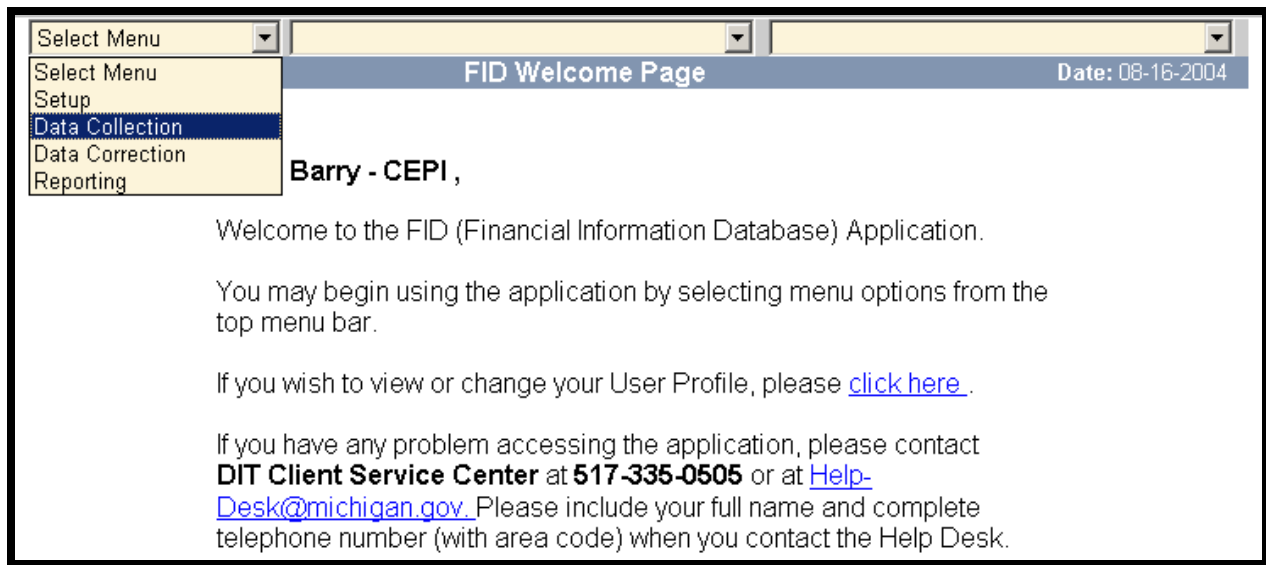
- **FID Home** – Use this link to return to welcome screen.
- **FID FAQs** – Use this link to view the FID Frequently Asked Questions online. (NOTE: You need to have Acrobat Reader to view the document.)
- **Contact CEPI** – Use this link to open a new Web page with contact information for CEPI.

NOTE: If you have specific questions regarding the use of the application, please e-mail the DIT Client Service Center [Help-Desk@michigan.gov] or call 517-335-0505. Please include your name, district code, district name, telephone number with area code and extension, name of the CEPI application, and your specific questions.

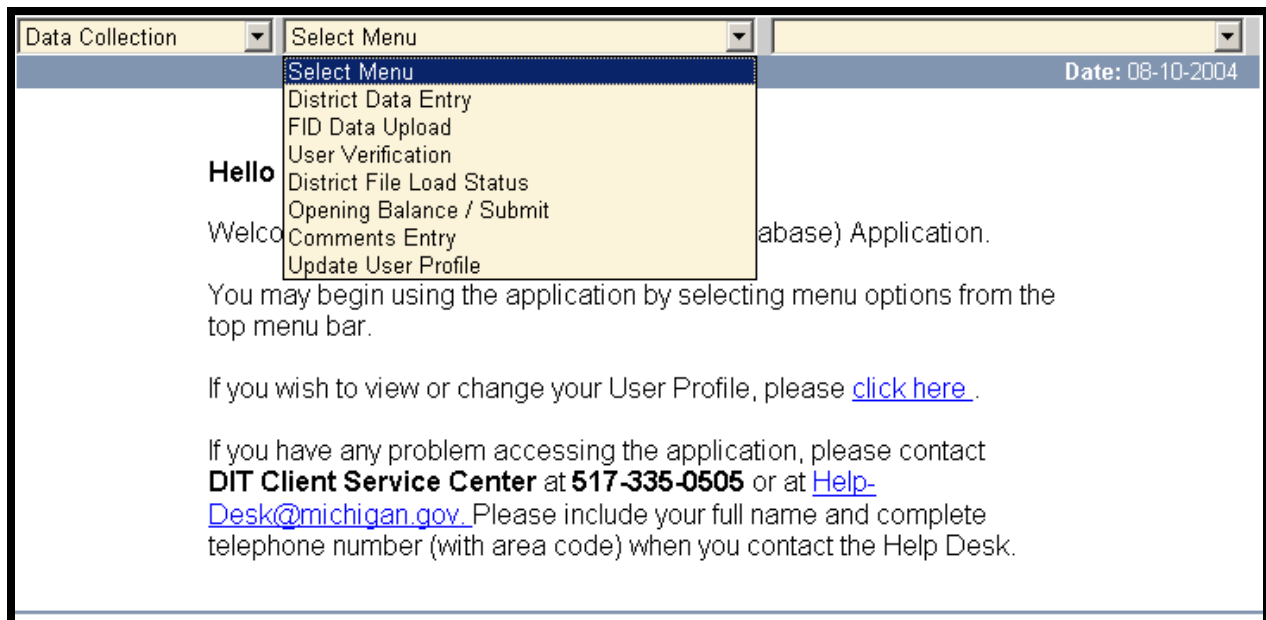
- **FID User's Guide** – Use this link to view the FID User's Guide online. (NOTE: You need to have Acrobat Reader to view the document.)
- **Logout** – Use this link to log out of the FID application.

2.1.3 About Menus and Options

All District Users will have a dropdown menu to navigate through the application. In the dropdown menu style, the Menu bar is subdivided into three hierarchical levels that denote which functions are available. District Users will only have two options at this level: "Data Collection" and "Reporting." To make a selection at this level, click on the down arrow and then highlight the required option. In the example below, "Data Collection" has been chosen.



Once a function has been selected from the first dropdown list, the second dropdown list will become active. Follow the same procedure as before to highlight the desired function. Refer to the respective sections for details on each module functionality and user instructions.



2.1.4 Screen Header, Body and Footer Sections

All screens support consistent header, body and footer sections. To ensure that the entire body of the screen is displayed in a screen, many of the screen shots in this manual may not show the screen header and/or footer sections.

Header Section

Center for Educational Performance & Information
Michigan.gov
An Official State of Michigan Web Site

Michigan.gov Home | FID Home | FID FAQ | Contact CEPI | FID User Manual | Logout

Data Collection: [Dropdown] FID Data Upload: [Dropdown] Date: 08-12-2004

Upload Files

School District: 74908 Academic Transitional Academ User: Barry - CEPI Fiscal Year: 2002-2003

Note: Please click on Browse button and select the files you want to upload.
You can combine multiple districts in one XML file. And you can also combine different types of transactions in one XML file.

Enter File Name or Browse	
Balance Sheet:	<input type="text"/> Browse...
Revenue:	<input type="text"/> Browse...
Expenditure:	<input type="text"/> Browse...
ESP:	<input type="text"/> Browse...
XML File for Mixed Transaction Types::	<input type="text"/> Browse...

Upload

Footer Section

Michigan.gov Home | FID Home | FID FAQ | Contact CEPI | State Web Sites |
Privacy Policy | Link Policy | Accessibility Policy | Security Policy

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2.1.5 School District Control Information

A common component of the Data Collection and Reporting sections of the application is the School District Control Information. This acts as a toolbar providing information regarding the school district. These are display-only fields except to District Users with multiple districts and Administrators.

Data Collection: [Dropdown] District File Load Status: [Dropdown] Date: 08-17-2004

District Upload Status

School District: 37010 Mt. Pleasant City School Distri User: Barry - CEPI Fiscal Year: 2002-2003

- School District – If a user has access to multiple school districts, the application will display one of the school district's information by default. The user may then manually change the default to the required school district or choose the field lookup functionality to display all school districts assigned to the user.
- School District Name
- User Display Name
- Fiscal Year

3. Data Collection

The Data Collection section is used by school districts to manually enter and upload their financial data to the FID application. The Data Collection section comprises:

1. District Data Entry
2. FID Data Upload
3. User Verification
4. District File Load Status
5. Opening Balance/Submit
6. Comments Entry
7. User Profile Update

The first actions that districts must perform, in any order, are to:

1. Complete District Data Entry
2. Complete FID Data Upload

After District Data Entry and Data Upload are completed, the application validates the data against the Chart of Accounts. It also ensures that the data is submitted at least at the minimum level. This validation process may take some time, as files are processed on a FIFO (First In First Out) basis, and depends on the number of files in the pending queue.

Once District Data Entry and Data Upload are completed, users should proceed to:

3. District File Load Status
4. User Verification
5. Comments (optional)
6. Opening Balance/Submit

Districts will need to review the summarized information in the User Verification screen and ensure that there are no errors indicated on the District File Load Status, Opening Balances/Submit, or the Cross-file Validation screens. If there are errors, user may correct the respective file(s) and repeat steps 1 or 2 as required.

After all errors have been corrected, the user may "Accept" the files. Once all files have been accepted, the user may "Submit" his/her information to CEPI using the Opening Balances/Submit screen. Refer to individual sections for details on each process.

3.1 District Data Entry

District Data Entry is used by school districts to enter financial data that is not part of the data upload process. There is no restriction on the sequence of District Data Entry. Districts may enter district data and upload financial data in any sequence. However, verification of financial data does not start until the district data entry and upload of all financial data has been completed.

To launch the District Data Entry screen, select the Data Collection from the first dropdown menu and District Data Entry from the second dropdown menu. The application displays District Data Entry - Screen1 by default, as shown below.

Data Collection ▼ District Data Entry ▼ ▼

Date: 08-10-2004

School District: 11340 ... Bridgman Public Schools **User:** Barry - CEPI **Fiscal Year:** 2002-2003



Note: Do not key in data, if amounts are included in the upload process.

[Balances, Receipts & Disbursements](#) [Assets & Liabilities](#)

General Fund Additional Balance Sheet items	Sep 30 Balance	Dec 31 Balance	Mar 31 Balance
Cash (10x)	0.00	0.00	0.00
Investment (18x)	0.00	0.00	0.00
Tax Anticipation and State School Aid Loans Pay (407)	0.00	0.00	0.00

Agency Fund Receipts and Disbursements	Amount
Beginning Balance	
Student Group Receipts	
Total Receipts	
Student Group Disbursements	
Ending Balance	

☐ District Data Entry is Complete

 **Save**  **Reset**

This screen has two modes, "Balances, Receipts & Disbursements" and "Assets & Liabilities." Select the mode (tab) to navigate between the two screens. At the bottom of each screen are two option buttons, **Save** and **Reset**. Use the **Save** option to save entered data and use the **Reset** option to clear out any entered data.

On entering the school district code, the application will check the following:

1. District Data Entry started/completed prior

If data entry has been started/completed before, the application will display all of the District Data Entry information. The user may change the data as required.

If data entry has not been done before, the application will display a blank District Data Entry screen. User may enter the data as required.

2. District Data Entry completed, files uploaded and files accepted

If data entry has been completed, and the files have been uploaded and accepted, the application will display the following confirmation message: "Financial Data files have been accepted. Do you wish to change any of the entered data?"

If confirmation is "No," no changes to District Data Entry are allowed.

If confirmation is "Yes," the user may change the data as required. (NOTE: Since some of the District Data Entry information is related to the Balance Sheet, if any changes are made, the Balance Sheet file will have to be accepted again.)

3. District Data Entry completed, files uploaded and files submitted

If data entry has been completed and the files have been uploaded and submitted, the application will display the following information message: "Financial Data files have been submitted. You cannot make any changes."

3.1.1 District Data Entry – Screen 1 (Balances, Receipts & Disbursements mode)

This screen contains two sections for school districts to enter their District Data as required:

1. General Fund Balance Sheet Quarterly Information
2. Agency Fund Receipts and Disbursements

3.1.1.1 General Fund Balance Sheet Quarterly Information Section

Field	Description
Cash (10x)	Enter cash balances for each quarter
Investments (18x)	Enter investment balances for each quarter
Tax Anticipation and State School Aid Loans Pay (407)	Enter tax anticipation and state school aid loans pay balances for each quarter

3.1.1.2 Agency Fund Receipts and Disbursements Section

Field	Description
Beginning Balance	Enter beginning balance
Student Group Receipts	Enter student group receipts
Total Receipts	Computed and displayed by the application as (Beginning Balance + Student Group Receipts)
Student Group Disbursements	Enter student group disbursements
Ending Balance	Computed and displayed by the application as (Total Receipts - Student Group Disbursements)

Once the district data entry is complete, mark the checkbox "District Data Entry is complete." Click **Save** to save the data.

3.1.2 District Data Entry – Screen 2 (Assets & Liabilities mode)

This screen contains three sections for school districts to enter their District Data as required:

1. Fixed Assets (Fund 91)
2. Long Term Liabilities (Fund 92)
3. Amount Due to State of Michigan

Data Collection
District Data Entry

District Data Entry
Date: 08-10-2004

School District: 11340 ... Bridgman Public Schools
User: Barry - CEPI
Fiscal Year: 2002-2003

Note: Do not key in data, if amounts are included in the upload process.

Balances, Receipts & Disbursements
Assets & Liabilities

Fixed Assets (Fund 91)	Amount	Long Term Liabilities (Fund 92)	Amount
Other Current Assets (19x)	0.00	Bonds Payable (51x)	0.00
Land (21x)	0.00	School Bond Loan Payable - Long Term Portion (53x)	0.00
Buildings and Additions (22x)	0.00	Bus Loans Payable - Long Term Portion (56x)	0.00
Site Improvements (23x)	0.00	Furniture and Equipment Loans Payable - Long Term Portion (57x)	0.00
Equipment and Furniture (24x)	0.00	Compensated Absences - Long Term Portion (58x)	0.00
Vehicles Other than Buses (25x)	0.00	Other Loans and Liabilities - Long Term Portion (59x)	0.00
School Buses (26x)	0.00	Total Long Term Liabilities	0.00
Educational Media and Textbooks (27x)	0.00		
Construction in Process (28x)	0.00		
Other Capital Assets (29x)	0.00		
Total Fixed Assets	0.00		

Amount Due to State of Michigan	Amount
Chauffeur Expenditure	
Received from TIFA, LDA or DDA	

☐ District Data Entry is Complete

Save
Reset

3.1.2.1 Fixed Assets (Fund 91)

Field	Description
Land (21x)	Enter land balances.
Buildings and Additions (22x)	Enter buildings and additions balances.
Site Improvements (23x)	Enter site improvements balances.
Equipment & Fixtures (24x)	Enter equipment & fixtures balances.
Vehicles Other Than Buses (25x)	Enter vehicles other than buses balances.
School Buses (26x)	Enter school buses balances.
Educational Media and Textbooks (27x)	Enter educational media and textbooks balances.
Construction in Progress (28x)	Enter construction in progress balances.
Other Capital Assets (29x)	Enter other capital assets balances.
Total Fixed Assets	Computed and displayed by the application as sum fixed assets (21x - 29x).

3.1.2.2 Long Term Liabilities (Fund 92)

Field	Description
Bonds Payable (51x)	Enter bonds payable balances.
School Bond Loan Payable – Long Term Portion (53x)	Enter school bond loan payable – long-term portion balances.
Bus Loans Payable – Long Term (56x)	Enter bus loans payable – long-term balances.
Furniture & Equipment Loans Payable (57x)	Enter furniture & equipment loans payable balances.
Compensated Absences – Long Term (58x)	Enter compensated absences – long-term balances.
Other Long Term Loans & Liabilities (59x)	Enter other long-term loans & liabilities balances.
Total Long Term Liabilities	Computed and displayed by the application as sum of Long Term Liabilities (51x – 59x).

3.1.2.3 Amount Due to State of Michigan

Field	Description
Chauffeur Expenditures	Enter chauffeur expenditures balances.
Received from TIFA, LDA or DDA	Enter received from TIFA, LDA or DDA balances.

Once the data entry is complete, click the checkbox "District Data Entry is complete." When this box is checked, the status for "Data Entry" on the District Upload Status will appear as "Loaded." Verification cannot proceed until this box is checked.

Click **Save** to save data.

NOTE: For each field, the application determines whether the balance should be a Debit or Credit by default.

1. If the entered amount is expected as a debit and the amount entered is less than zero, the application will display the following confirmation message: "Amount expected as Debit for this major class. Do you want to enter a credit amount?"
 - If confirmation is "Yes" the field focus will be set to the next field.
 - If confirmation is "No" the field focus will be set to the same field.
2. If entered amount is expected as a credit and the amount entered is less than zero, the application will display the following confirmation message: "Amount expected as Credit for this major class. Do you want to enter a debit amount?"
 - If confirmation is "Yes" the field focus will be set to the next field.
 - If confirmation is "No" the field focus will be set to the same field.

3.2 FID Data Upload

School districts can load their financial data using the FID data upload process. There is no restriction on the sequence of district data entry and data load. Districts may enter district data and upload financial data in any sequence. However, verification of financial data does not start until the district data entry and upload of all financial data have been completed.

The district financial data comprises:

1. Balance Sheet
2. Revenue
3. Expenditure
4. Education Service Provider

The financial data files may be submitted using CSV, TXT or XML formats. Each CSV and TXT file supports a transaction of one transaction type only, whereas XML files support multiple districts and multiple transaction types in one file. You may load one or more than one file transaction type in one upload session. Refer to the "Appendix A – File Layouts" section for details on file layouts.

To open the FID Data Upload screen, select "Data Collection" from the first dropdown menu and "FID Data Upload" at the second dropdown menu. The FID Data Upload screen is displayed as shown below.

Upload Files Date: 08-10-2004

School District: 11340 ... Bridgman Public Schools **User:** Barry - CEPI **Fiscal Year:** 2002-2003

Note: Please click on Browse button and select the files you want to upload.
You can combine multiple districts in one XML file. And you can also combine different types of transactions in one XML file.

Is the information contained in this upload consistent with the Audited financial statements?
☐ Yes ☐ No

	Enter File Name or Browse	
Balance Sheet:	<input type="text"/>	<input data-bbox="1304 1297 1421 1329" type="button" value="Browse..."/>
Revenue:	<input type="text"/>	<input data-bbox="1304 1344 1421 1375" type="button" value="Browse..."/>
Expenditure:	<input type="text"/>	<input data-bbox="1304 1390 1421 1421" type="button" value="Browse..."/>
ESP:	<input type="text"/>	<input data-bbox="1304 1436 1421 1467" type="button" value="Browse..."/>
XML File for Mixed Transaction Types:	<input type="text"/>	<input data-bbox="1304 1482 1421 1514" type="button" value="Browse..."/>

1. Users must first confirm that the files they intend to upload are consistent with the Audited financial statements.

To confirm this click on the radio button adjacent to "Yes." If "No" is selected, the application will display the statutory requirements for file upload as an information message and not allow the user to continue with the file upload. If neither is chosen, the system prompts the user for a selection.

2. Enter the file name (including the full path) or click on **Browse** to select the file path and name from your PC/computer for the specified file. Be sure that the file name conforms to the naming convention as described bellowed. NOTE: It is suggested that files be uploaded one at a time.

File Naming Convention. When creating files, users need to ensure that the file name chosen conforms to the file naming standards as defined below. Files that do not meet these criteria cannot be uploaded into the system.

- **Position 1 – 1** – File Type (B, R, E, P for Balance Sheet, Revenue, Expenditure & Education Service Provider, respectively). If the file type does not match the file load type, you will see the following information message: "Mismatch in file type. First character of file type should be <file load type>."
- **Positions 2 – 6** – Operating School District. If the file operating school district number does not match the school district in the control information, you will see the following information message: "District Operating Number does not match District Operating Number in file naming convention."
- **Positions 7 – 10** – Fiscal. If the file fiscal year does not match the fiscal year in the control information, you will see the following information message: "Fiscal Year End does not match Fiscal Year in file name."

For the XML file format, no file name validations are completed until the file parsing stage.

3. Click **Upload** to upload the files. Once selected the application will validate the following:

1. File naming convention of the file transaction type

If the file(s) being uploaded do not meet the file naming conventions, the application will display an information message as described in the file naming conventions section above.

2. File for transaction type loaded previously, but still in queue for processing

If the file for a transaction type has been loaded previously, but is still pending processing, the application will display the following information message: "<Transaction Type> File is being processed. Cannot upload at this time."

3. File for transaction type loaded previously

If a file has been loaded previously but not submitted, the application will display a Reload confirmation message. If the response is "Yes," the files will be reloaded.

If a file has been loaded previously and submitted, the application will display an information message: "Financial Data for School District already submitted. If you require any changes to be made, please contact the Center for Educational Performance and Information."

After validation, the application will display a file transfer status "Uploading Files..." On completion of the file transfer, the following information message will be displayed: "Files uploaded successfully." Check the status of the uploaded files by reviewing the District Upload Status screen.

NOTE: If an invalid path is entered, the informational message "File is empty" is displayed.

3.3 District File Load Status

The District File Load Status screen is where users can view the status of their financial files in the FID application. In addition, it also enables the user to accept individual files, go to respective verification screens, and view errors and warnings.

To open the District Upload Status screen, select "Data Collection" from the first dropdown menu and "District Upload Status" from the second dropdown menu. The District Upload Status screen is displayed as shown.


Type	File	Records	Uploaded	By	Errors	Warnings	Status
Balance Sheet	B411452003.TXT	24	08/10/04 15:08	Barry - CEPI	None	1	
Revenue	R411452003.TXT	49	08/10/04 15:08	Barry - CEPI	1	2	Error / Warning
Expenditure	E411452003.TXT	917	08/10/04 15:09	Barry - CEPI	4	21	Error / Warning
ESP	N/A	N/A	No	N/A	N/A	N/A	N/A
Data Entry	N/A	N/A	06/28/04 07:48	Barry - CEPI	None	None	Loaded

The District Upload Status screen is a "display only" screen that displays multiple rows denoting the status of a file transaction type. The default for these fields, with the exception of "Uploaded", when no file has been loaded is "N/A." In this situation, the default for "Uploaded" is "NO." The following tables provide descriptions for each column and the various status levels.

3.3.1.1 District Upload Status Fields

Field	Description
Type (File Transaction Type)	If the respective file transaction type file has been loaded and the validation has been completed by the application, this field will be a hyperlink. Click on this field to go to the respective Transaction Type User Validation screen.
File	Displays the last file name uploaded for the respective transaction type.
Records	Displays the total records of the last file uploaded.
Uploaded	Displays the date and time of last upload for the respective transaction type.
By	Displays the "Display name" of the user who uploaded the file.
Errors	Displays the error count of the last file uploaded.
Warnings	Displays the warning count of the last file uploaded.
Status	<p>This field displays the icon if no errors are encountered for the respective transaction type. If errors are found, the field displays "Error / Warning."</p> <p>Click on the to accept the respective file transaction type.</p>

3.3.1.2 Status Code Definitions

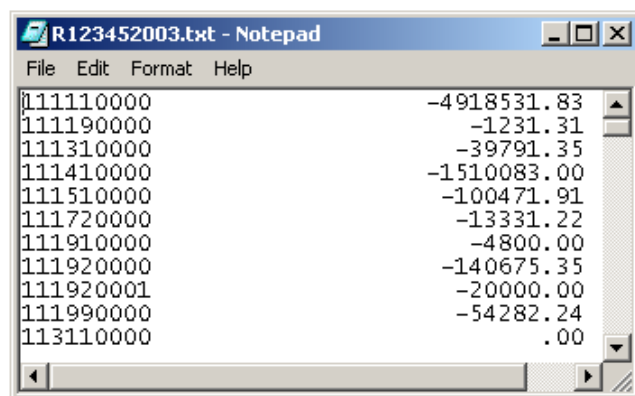
Status	Description
Pending	Denotes no file has been loaded for the respective Transaction Type.
Uploaded	Denotes that the file has been loaded into the queue for the respective Transaction Type but pending processing.
Processing	Denotes that the file has been picked up from the queue and is being parsed for database loading. <ul style="list-style-type: none"> NOTE: If status displays "Processing" for over two hours, e-mail the Help Desk.
Loaded	Denotes the file has been parsed successfully and loaded into the FID database.
Rejected	Denotes that the file was not processed, most likely because of a file formatting issue. If a file was rejected, the user who loaded the file should receive an e-mail with a description of the reason for rejection.
Error / Warning	Denotes that the file had been validated and had Errors, Warnings, or both.
	Denotes that the file for the respective transaction type has been validated successfully with no Errors.
Accepted	Denotes the respective transaction type file has been Accepted successfully.

Note on Rejected Files. Two kinds of formatting mistakes occur frequently. First, review the FID File Layout information in Appendix A for guidance. Be aware that you must submit either blanks (spaces) or alphanumeric data in the fields labeled as "Optional." You may NOT use the following characters:

- TXT files – illegal characters: comma, single quote, double quote, forward slash, back slash, and the carriage return.
- CSV files – illegal characters within a segment: comma, single quote, forward slash, back slash, and the carriage return.

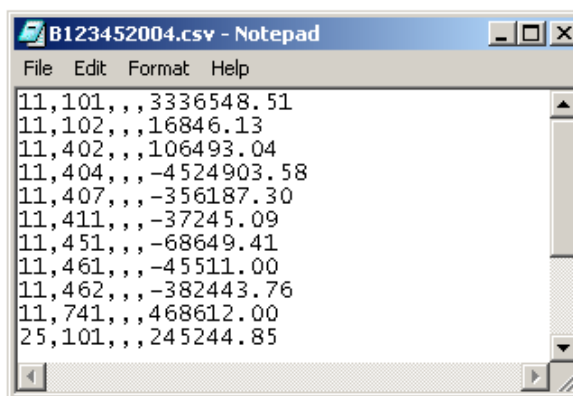
The illustrations below illustrate correct examples of what a Fixed Length (TXT) and Comma-Separated Values (CSV) should look like when opened in Notepad.

Fixed Length Revenue File



111110000	-4918531.83
111190000	-1231.31
111310000	-39791.35
111410000	-1510083.00
111510000	-100471.91
111720000	-13331.22
111910000	-4800.00
111920000	-140675.35
111920001	-20000.00
111990000	-54282.24
113110000	.00

Comma-Separated Values Balance Sheet File



11,101,,,3336548.51
11,102,,,16846.13
11,402,,,106493.04
11,404,,,4524903.58
11,407,,,356187.30
11,411,,,37245.09
11,451,,,68649.41
11,461,,,45511.00
11,462,,,382443.76
11,741,,,468612.00
25,101,,,245244.85

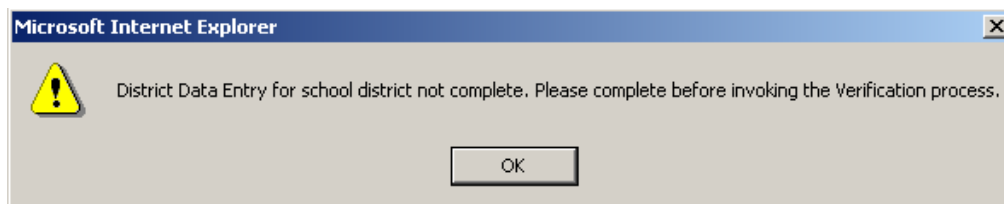
The FID system will not check the substance of the data, but you must include the appropriate number of spaces in a fixed-length TXT file, use the appropriate commas to separate segments in a CSV file, or use appropriate tags in an XML file. Second, FID will reject a file that has one or more blank records in it.

3.4 User Verification

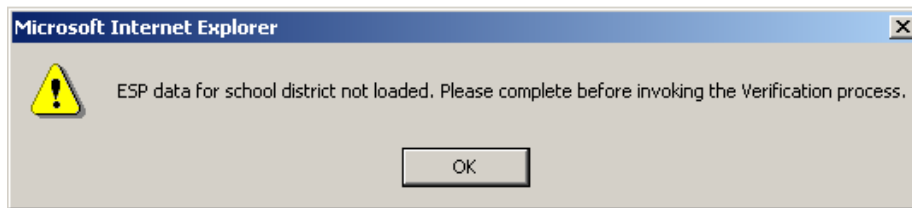
The User Verification process enables users to verify the uploaded financial data for the Balance Sheet, Revenue, Expenditure and Education Service Provider. After completing the District Data Entry and File Upload, the application internally validates the data and summarizes the information. This process may take some time based on the number of files that are in the queue for processing.

The User Verification comprises four screens, one for each transaction type (Balance Sheet, Revenue, Expenditure, and Education Service Provider). Each screen may have multiple pages. If so, that is indicated on the right hand side of the screen, below the fiscal year.

To open the FID Data Upload screen, select "Data Collection" from the first dropdown menu and "User Verification" from the second dropdown menu. If the District Data Entry is not marked as "Complete," the following information message will display:



If the respective transaction type file has not been loaded, the following information message will display:



If the initial checks are met, the application displays the User Verification screen as shown below.

Microsoft Internet Explorer

Warning: District Data Entry for school district not complete. Please complete before invoking the Verification process.

OK

Microsoft Internet Explorer

Warning: ESP data for school district not loaded. Please complete before invoking the Verification process.

OK

Microsoft Internet Explorer

User Verification

Date: 08-10-2004

School District: 12345 ... Happy Valley Schools User: Barry - CEPI Fiscal Year: 2002-2003

Balance Sheet Revenue Expenditure ESP

There are 0 Errors. There are 12 Warnings.

1 Of 2

Balance Sheet Summary	General Fund (1x)	Special Revenue Athletic Fund (21)	Special Revenue Special Ed Fund (22)	Special Revenue Community Service Fund (23)	Special Revenue Bookstore (24)	Special Revenue School Lunch Fund (25)	Special Revenue Vocational Education Fund (26)	Special Revenue Cooperative Ed Fund (27)
Total Assets (1xx), (2xx)	44,660,082.89	22,511.94	0.00	0.00	0.00	682,144.18	0.00	0.00
Total Liabilities (4xx), (5xx)	18,608,331.65	4,609.93	0.00	0.00	0.00	168,411.37	0.00	0.00
Total Fund Balance	26,051,751.04	17,902.01	0.00	0.00	0.00	513,732.81	0.00	0.00
Reserves (71x)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unreserved Fund Balances	26,051,751.04	17,902.01	0.00	0.00	0.00	513,732.81	0.00	0.00

Accept File View Report Add/View Comments

All of the User Verification screens are "display only" and are composed of two sections:

1. **Error & Warning** – Displays the number of errors and warnings encountered by the application for the respective transaction type. Listed below is an example of the Error & Warning section.

There are [26](#) Errors. 

There are [66](#) Warnings. 

To view details of the errors and/or warnings, click on the number to open the Errors and Warnings Report in a new window.

2. **Transaction Summarization** – Displays the summarized information for the respective transaction type in multiple pages. Use the arrow icons listed below to navigate between pages.

1 Of 2  

3.4.1 User Verification Screen options

This User Verification screen supports three options:

 **Accept File**  **View Report**  **Add/View Comments**

1. **Accept File** – This option is enabled only if no errors are found in the uploaded data file for the respective transaction type. Click on **Accept File** if you are satisfied with the summarization display results.
2. **View Report** – This option enables the user to print the respective Transaction Type summarization details. Refer to Report section for respective report details.
3. **Add/View Comments** – This option allows the user to enter comments against the respective transaction type. Since Add/View Comments can be accessed from multiple screens, refer to the common documentation under "Add/View Comments" section.

3.4.2 User Verification modes

The User Verification supports the following modes.

[Balance Sheet](#) [Revenue](#) [Expenditure](#) [ESP](#)

"Balance Sheet" is the default mode. Click on the required tab to view summarization transaction details for the respective transaction types.

Listed below is the screen displayed on selection of the "Revenue" mode.

Data Collection

User Verification

Date: 08-12-2004

School District: 12345 ... Happy Valley Schools

User: Barry - CEPI

Fiscal Year: 2002-2003

[Balance Sheet](#)
[Revenue](#)
[Expenditure](#)
[ESP](#)

There are 0 Errors.
 There are 1 Warnings.
 1 Of 2

Revenue Summary	General Fund (1x)	Special Revenue Athletic Fund (21)	Special Revenue Special Ed Fund (22)	Special Revenue Community Service Fund (23)	Special Revenue Bookstore (24)	Special Revenue School Lunch Fund (25)	Special Revenue Vocational Education Fund (26)	Special Revenue Cooperative Ed Fund (27)
Local Sources (1xx)	34,953,684.18	364,704.44	0.00	150,722.02	163,293.06	1,136,887.02	0.00	0.00
Non-Educational Entity or Political Subdivision (2xx)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources (3xx)	34,411,486.45	0.00	0.00	0.00	0.00	28,495.00	0.00	0.00
Federal Sources (4xx)	838,020.65	0.00	0.00	0.00	0.00	444,449.35	0.00	0.00
Total Revenues	70,203,191.28	364,704.44	0.00	150,722.02	163,293.06	1,609,831.37	0.00	0.00
Incoming Transfers (5xx)	61,235.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Modifications (6xx)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue & Other Transfers	70,264,426.43	364,704.44	0.00	150,722.02	163,293.06	1,609,831.37	0.00	0.00

[✓ Accept File](#)
[View Report](#)
[Add/View Comments](#)

3.5 Comments Entry

This screen allows the user to add and view comments against a transaction type. Multiple comments may be entered against a transaction type. However, comments are attached to a specific uploaded file. Hence, if a file is re-loaded, all comments attached to the previous file will be deleted.

To launch the Add or View Comments screen, select "Data Collection" from the first dropdown menu and "Comments Entry" from the second dropdown menu. The application displays the Add/View Comments screen as shown below. In addition, this screen may be launched from the User Verification.

Data Collection

Comments Entry

Date: 08-10-2004

Add Or View Comments

School District: 56010 ... Midland Public Schools

User: Barry - CEPI

Fiscal Year: 2002-2003

[+ Add](#)

Specify your search criteria below and Click Find..

Trx Type : ☒ Balance Sheet ☐ Revenue ☐ Expenditure ☐ ESP

Entered By : ...

From Date : To Date :

[Find](#)

Type	School	Comment	User	Entered Date
------	--------	---------	------	--------------

This screen supports two sections:

1. Find section – Allows users to view comments based on user-defined selection criteria.

- To view comments based on the selection criteria below, complete as necessary and click **FIND**.

Field	Description
Transaction Type	Four checkboxes are displayed to denote comments under each transaction. Mark checkboxes, as required, to view respective transaction type comments.
Entered By	(Optional). Enter a valid user name to view comments entered by a specific user.
From Date	(Optional). Enter to display comments starting from a specific date.
To Date	(Optional). Enter to display comments up to a specific date.

2. Comment Entry section – Allows users to add multiple lines of comments.

- Click the **Add** button to add comments. Listed below is the Comments Entry screen in Add mode.

- Enter the required data as specified below and on completion of comments entries click **SAVE**.

Field	Description
Transaction Type	Enter the transaction type from the dropdown.
School Code	Accepted for "Expenditure" comments only. Enter a valid school for the respective school district. Use the lookup to get valid school codes.
School Name	Displayed by the application.
Comments	Enter required comments.

3.6 Errors & Warning Display

This screen allows the user to view details of errors and/or warnings for the various transaction file types. Listed below is a sample Errors and Warnings Report screen. The screen displays the errors or warnings of the parent screen for the respective transaction type. Change selection criteria and click on **Search** to display additional errors and warnings.

Errors And Warning Report			
School District:	12345 ...	Happy Valley Schools	
File Type:	<input type="checkbox"/> Balance Sheet <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> ESP		
Error Type:	<input type="checkbox"/> Errors <input checked="" type="checkbox"/> Warnings		
<input type="button" value="Search"/>			
File	Type	Description	Error Count
Expenditure	Warning	Fund Code 25 should not be used with Function Code 625	1
Expenditure	Warning	Function Code 297 should not be used with Object Code 6510	1
Expenditure	Warning	Expenditure amount for Function(111) and Object(4220) is negative (-78.58)	1
Expenditure	Warning	Expenditure amount for Function(241) and Object(5910) is negative (-7.92)	1
<input type="button" value="X Close"/>			

Warnings highlight areas of the data that appear inconsistent with the Michigan Public School Accounting Manual Chart of Accounts and the business rules that the Michigan Department of Education Office of State Aid and School Finance have set for financial data collection. Warnings will not prevent files from being uploaded into the system but should be reviewed to understand why they are highlighted.

Errors, on the other hand, highlight areas of the data that violate the business rules or the Chart of Accounts. Typically, errors occur when not enough information was provided in a transaction or when a transaction is not allowable. These are indications that your files need to be brought in line with the Chart of Accounts.

NOTE: Users can see a listing of their errors and warnings detailing the specific transactions that caused the errors and/or warnings by viewing the Upload Error Report for that file. Please see the "Upload Error Report" section of this guide for instructions. A listing of common errors and warnings with descriptions is available in Appendix C – Error and Warning Descriptions of this document.

3.7 Opening Balances

This screen allows users to enter their opening balances at the fund level. Opening balances can be entered only for funds whose opening balances were not available for transfer from the previous fiscal year.


To open the Update Opening Balances screen, select "Data Collection" from the first dropdown menu and "Opening Balances/Submit" from the second dropdown menu. The application displays the Update Opening Balances screen as shown below.

Fund Code	Description	Opening Balance	Revenue	Expenditure	Calculated Fund Balance	Uploaded Fund Balance	Stat
1	General Fund	<input type="text" value="5,347,894.00"/>	26,226,538.34	30,828,067.64	746,364.70	4,821,961.48	✗
21	Athletic Fund	<input type="text" value="-36,545.49"/>	624,304.67	585,486.18	2,273.00	2,273.00	✓
22	Special Education Fund	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
23	Community Service Fund	<input type="text" value="-61,805.17"/>	223,584.25	161,779.08	0.00	0.00	✓
24	Bookstore Fund	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
25	School Lunch Fund	<input type="text" value="311,727.20"/>	1,076,327.63	1,155,028.91	233,025.92	233,025.92	✓
26	Vocational Education Fund	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
27	Cooperative Education Fund	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
28	Private Purpose Trust Fund	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
3	Debt Service Funds	<input type="text" value="786,284.00"/>	1,310,396.82	1,388,005.04	708,675.78	889,938.77	✗
4	Capital Projects Fund	<input type="text" value="560,158.00"/>	10,030,374.66	1,228,483.82	9,362,048.84	79,291.24	✗
5	Trust Funds	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
6	Agency Funds	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
7	Enterprise	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
8	Internal Service	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓
9	District Wide Reporting	<input type="text" value="0.00"/>	0.00	0.00	0.00	0.00	✓

[Click Here To See X-File Validation Results](#)













IMPORTANT NOTE: During the first official FID submission in the fall of 2004, districts can modify the opening balances for the following special revenue funds: Fund 21: Athletic Fund, Fund 23: Community Service Fund, Fund 24: Bookstore Fund, Fund 25: School Lunch Fund, and Fund 28: Private Purpose Trust Fund. The other fund balances were imported from the EDN FORM-B submission.

The Update Opening Balances screen displays the opening balance, revenues, expenditures, calculated fund balance and uploaded fund balance for each fund. A ✓ is displayed if the calculated fund balance

totals the uploaded fund balance. Otherwise, if the calculated and upload fund balances do not total,  is displayed.

This screen supports the following options:

1. **Cross-File Validation Results** – Click on the [Click Here To See X-File Validation Results](#) link to open a new window containing the Cross File Errors and Warning Report.

X-Validation Errors And Warning Report	
Cross File Validation:	
Validated for General Fund Expenditure Not Equal To Zero	
Validated for General Fund Revenue Not Equal To Zero	
Validated for ESP File Requirement	
Validated for ESP File Amount >= 1/2 of Purchase Service Amount	
Validated for District Wide Expenditure Reporting	
Validated for salary information	
Validated for employee benefit information	
Validated if employee benefit > salary	
Credit/Debit Verification:	
Verified for Credit/Debit rolled up Balance Sheet	
Verified for Credit rolled up Revenues	
Verified for Debit rolled up Expenditures	
	

If any one of the cross-file validation items is not ticked off with a check mark, then there are problems that exist within that file and the files cannot be submitted as final in Step 3 below. The following examples provide detail for the red "x's" in the screen shot above. A description of these errors and warnings is available in Appendix C – Error and Warning Descriptions of this document.

Example 1: The system x-validation has identified an inappropriate balance for either assets or liabilities at the rolled-up level in the balance sheet. If individual account balances have unexpected signs, the system initially identifies these as "warnings" at the time the files are uploaded and verified. Once the system "rolls up" the data to the required level, the system will only allow appropriate combined balances.)

Example 2: Notice the red "x" in the column for "Validated for District Wide Expenditure Reporting." This error is produced during the cross-file validation process when school-level amounts do not total at least 80 percent of the district amount for functions 118, 119, 122, 125 and 127. Amounts that do not match this threshold need to be attributed to buildings other than the five-zeros administration building.

2. **Save** – This option saves the updated/entered opening balances for a fund.



3. **Reset** – This option resets the updated/entered opening balances to the previous balances for a fund.



4. **Submit to CEPI** – This option allows users to Submit their files to CEPI.



The **Submit to CEPI** button is enabled only if all of the following conditions are met:

- i. All files have been Accepted
- ii. All Calculated Fund Balances match Uploaded Fund Balances
- iii. Sum of Revenues or Expenditures are not equal to zero
- iv. Rolled-up balances in the Balance Sheet file for a Fund/Major Class are all Debits for the assets, and Credits for the liabilities
- v. Rolled-up balances in the Revenue file for a Fund/Major Class are all Credits
- vi. Rolled-up balances in the Expenditure file for a Fund/Function/Object are all Debits
- vii. Education Service Provider requirement has validated and a file submitted, if applicable.
- viii. District wide reporting, salary and employment benefit information are validated.

On selection of **Submit to CEPI**, the application will display the following confirmation message: "You are about to submit the financial data information to CEPI. Once files are submitted, no changes can be made by the user. Do you want to continue?" If confirmation is "Yes," the files are submitted.

4. Reporting

The FID application supports various reports to enable users to verify the various transaction types with their internal records. The FID application supports the following reports.

1. Balance Sheet Report
2. Revenue Report
3. Expenditure Report
4. Education Service Provider Report
5. Upload Error Report
6. Building Level Expenditure Report

4.1 Balance Sheet Report

The Balance Sheet report is used to print Balance Sheet transactions loaded into the FID application. The details printed are at the respective rolled-up levels for the respective fund and Major Class codes.

To open the Balance Sheet Report screen, select "Reporting" from the first dropdown menu and "Balance Sheet Report" from the second dropdown menu. The Balance Sheet Report screen is displayed as shown.

The screenshot shows the 'Balance Sheet Report' screen. At the top, there are two dropdown menus: 'Reporting' and 'Balance Sheet Report'. Below these is a header bar with the title 'Balance Sheet Report' and the date 'Date: 08-11-2004'. The main content area has a blue header with the text 'Please specify following criteria to print the report:'. Below this, there are several input fields: 'School District' with the value '56010', a dropdown for 'Midland Public Schools', 'User: Barry - CEPI', and 'Fiscal Year: 2002-2003'. The criteria section includes 'Fund Codes From' and 'To' fields, 'Major Class From' and 'To' fields, and a 'Primary Sort Sequence' dropdown set to 'Fund'. An 'OK' button is located at the bottom right.

1. Users may enter selection criteria for funds, function and object codes. Searches can be as broad or as narrow as necessary depending upon how defined the user's selection criteria is. Once the selection is defined, users can determine the primary and secondary sort sequence the report will take.

NOTE: If a search produces no results, "No records meet selection criteria" will appear on the report.

2. Since the Balance Sheet report is printed at a rolled-up level, enter only one digit of the Fund Code. To perform a search for a specific fund, such as the General Fund, enter "1" in the **Fund Codes From** field and "1" in the **Fund To** field.

Searching for Special Revenue Funds is slightly different. To search for a specific fund such as the Athletic Fund, enter "21" in the **Fund Codes From** field and "21" in the **Fund To** field. For a listing of all Special Revenue funds, enter "2" in the **Fund Codes From** field and "3" in the **Fund To** field.

On selection of **OK**, the application displays the report below for the Fund primary sequence.

Balance Sheet Report		
Fiscal Year 2002-2003		
School District 12345 – Happy Valley School District		
Fund Codes : 1 to 1, Major Class Codes : ALL, Sort By : Fund, Major Class		
FUND : 1 - General Fund		
Major Class	Major Class Description	Ending Balance
10	Cash Accounts	\$ 4,514,303.27
11	Taxes Receivable	\$ -86,999.67
17	Inventory	\$ 140,590.06
18	Investments	\$ 57,519.55
19	Other Current Assets	\$ 41,619.83
40	Current Payables	\$ -4,499,639.07
41	Due to Other Funds	\$ 354,953.13
45	Payroll Deductions and Withholdings	\$ -590,097.60
46	Accrued Expenditures	\$ 37,130.25
47	Deferred Revenue	\$ -75,000.00
74	Unreserved Fund Balance	\$ -4,814,963.67
Total for 1 - General Fund		\$ -4,920,583.92
Report Total		\$ -4,920,583.92

3. Since the Balance Sheet report is printed at a rolled-up level, enter only two digits of the Major Class Code. To perform a search for a specific major class, such as Cash Accounts, enter "10" in the **Major Class From** field and "10" in the **Major Class To** field. On selection of **OK**, the application displays the report below for the Major Class primary sequence.

FIDrptBalanceSheet		FID Application	8/19/2004 10:44 AM
Balance Sheet Report			
Fiscal Year 2002-2003			
School District 12345 – Happy Valley School District			
Fund Codes : ALL, Major Class Codes : 10 to 10, Sort By : Major Class, Fund			
Major Class : 10 - Cash Accounts			
Fund	Fund Description		Ending Balance
1	General Fund	\$	4,514,303.27
23	Community Service Fund	\$	150.00
25	School Lunch Fund	\$	317,172.54
3	Debt Service Funds	\$	1,011,196.15
4	Capital Projects Fund	\$	-61.05
6	Agency Funds	\$	16,592.56
Total for 10 - Cash Accounts		\$	5,859,353.47
Report Total		\$	5,859,353.47

4. To generate a report for a specific account combination, perform a Fund and Major Class search simultaneously using the aforementioned techniques.

4.2 Revenue Report

The Revenue Report is used to print revenue transactions loaded in the FID application. The details printed are at the respective rolled-up levels for the respective Fund and Major Class codes.

To open the Revenue Report screen, select "Reporting" from the first dropdown menu and "Revenue Report" from the second dropdown menu. The Revenue Report screen is displayed as shown.

Reporting Revenue Report Date: 08-11-2004

School District: 56010 Midland Public Schools User: Barry - CEPI Fiscal Year: 2002-2003

Please specify following criteria to print the report:

Fund Codes From : To :
 Major Class From: To :
 Primary Sort Sequence: Fund

OK

1. Users may enter selection criteria for funds, function and object codes. Searches can be as broad or as narrow as necessary depending upon how defined the user's selection criteria is. Once the selection is defined, users can determine the primary sort sequence the report will take. NOTE: If a search produces no results, "No records meet selection criteria" will appear on the report.
2. Since the Revenue report is printed at a rolled-up level, enter only one digit of the Fund Code. To perform a search for a specific fund, such as the General Fund, enter "1" in the **Fund Codes From** field and "1" in the **Fund To** field.

Searching for Special Revenue Funds is slightly different. To search for a specific fund such as the Athletic Fund, enter "21" in the **Fund Codes From** field and "21" in the **Fund To** field. For a listing of all Special Revenue funds, enter "2" in the **Fund Codes From** field and "3" in the **Fund To** field. On selection of **OK**, the application displays the following report for the "Fund" primary sequence.

FIDrptRevenue	FID Application	8/19/2004 12:43 PM
	Revenue Report	
	Fiscal Year 2002-2003	
	School District 12345 – Happy Valley School District	
	Fund Codes : 21 to 21, Major Class Codes : ALL, Sort By : Fund , Major Class	
FUND : 21 - Athletic Fund		
Major Class	Major Class Desc	Amount
171	Admissions	\$ -71,101.20
179	Other Student Activity Income	\$ -35,780.00
199	Miscellaneous Local Revenues	\$ -480.00
Total for 21 - Athletic Fund		\$ -107,361.20
Report Total		\$ -107,361.20

- To perform a search for a specific major class, such as Earnings on Investments and Deposits, enter "151" in the **Major Class From** field and "151" in the **Major Class To** field. On selection of **OK**, the application displays the report below for the Major Class primary sequence.

FIDrptRevenue		FID Application	8/19/2004 12:36 PM
		Revenue Report	
		Fiscal Year 2002-2003	
School District 12345 – Happy Valley School District			
Fund Codes : ALL, Major Class Codes : 151 to 151, Sort By : Major Class, Fund			
Major Class : 151 - Earnings on Investments and Deposits			
Fund	Fund Desc	Amount	
1	General Fund	\$	-32,734.25
25	School Lunch Fund	\$	-997.15
3	Debt Service Funds	\$	-7,319.77
4	Capital Projects Fund	\$	-42.36
Total for 151 - Earnings on Investments and Deposits		\$	-41,093.53
Report Total		\$	-41,093.53

- To generate a report for a specific account combination, perform a Fund and Major Class search simultaneously using the aforementioned techniques.

4.3 Expenditure Report

The Expenditure Report is used to print Expenditure transactions loaded into the FID application. The details printed are at the respective rolled-up levels for the respective Fund, Function and Object codes.

To open the Expenditure Report screen, select "Reporting" from the first dropdown menu and "Expenditure Report" from the second dropdown menu. The Expenditure Report screen displays as shown below.

Reporting	Expenditure Report	Date: 08-11-2004
Expenditure Report		
School District: 56010	Midland Public Schools	User: Barry - CEPI Fiscal Year: 2002-2003
Please specify following criteria to print the report:		
Fund Codes From :	To :	
Function From :	To :	
Object From :	To :	
Primary Sort Sequence: Fund	Secondary Sort Sequence: Function	
		✓ OK

1. Users may enter selection criteria for funds, function and object codes. Searches can be as broad or as narrow as necessary depending upon how defined the user's selection criteria is. Once the selection is defined, users can determine the primary and secondary sort sequence the report will take.

NOTE: If a search produces no results, "No records meet selection criteria" will appear on the report.

2. Since the Expenditure report is printed at a rolled-up level, enter only one digit of the Fund Code. To perform a search for a specific fund, such as the General Fund, enter "1" in the **Fund Codes From** field and "1" in the **Fund To** field.

Searching for Special Revenue Funds is slightly different. To search for a specific fund such as the Athletic Fund, enter "21" in the **Fund Codes From** field and "21" in the **Fund To** field. For a listing of all Special Revenue funds, enter "2" in the **Fund Codes From** field and "3" in the **Fund To** field.

On selection of **OK**, the application displays the following report for "Fund" as the primary sequence and "Function" as the secondary sequence.

FIDrptExpenditure		FID Application		8/20/2004 12:43 PM	
		Expenditure Report			
		Fiscal Year 2002-2003			
School District 12345 – Happy Valley School District					
Fund Codes : 1 to 1, Function Codes : ALL to ALL, Object Codes : ALL to ALL, Sort By : Fund, Function					
Fund : 1 - General Fund					
Function	Function Description	Object	Object Description	School	Amount
111	Elementary	12	Professional-Educational	\$	554,955.39
111	Elementary	16	Operation and Service	\$	119,208.35
111	Elementary	18	Temporary Salaries	\$	39,007.50
111	Elementary	21	Employee Insurance	\$	105,133.84
111	Elementary	28	Mandatory Coverage	\$	166,245.44
111	Elementary	31	Professional and Technical Services	\$	25,053.95
111	Elementary	51	Teaching/Testing Supplies and Materials	\$	28,675.79
111	Elementary	52	Textbooks	\$	16,363.80
111	Elementary	54	Periodicals	\$	5,164.83
		Sub-Total for	111 - Elementary	\$	1,059,808.89

3. To perform a search for a specific function, such as Special Education, enter "122" in the **Function From** field and "12" in the **Function To** field.
4. In order to search for a specific object code, such as Textbooks, use only the first two digits of the code. Enter "52" in the **Object From** field and "52" in the **Object To** field.

On selection of **OK**, the application displays the report below for the Fund primary and Object Code secondary sequence.

FIDrptExpenditure	FID Application	8/20/2004 11:21 AM			
	Expenditure Report				
	Fiscal Year 2002-2003				
School District 12345 – Happy Valley School District					
Fund Codes : ALL to ALL, Function Codes : ALL to ALL, Object Codes : 52 to 52, Sort By : Fund, Object					
Fund : 1 - General Fund					
Object	Object Description	Function	Function Description	School	Amount
52	Textbooks	111	Elementary		\$ 125,219.90
52	Textbooks	112	Middle/Junior High		\$ 35,290.52
52	Textbooks	113	High School		\$ 36,893.84
52	Textbooks	127	Career and Technical Education		\$ 6,502.63
			Sub-Total for	52 - Textbooks	\$ 203,906.89
Total for		1 - General Fund			\$ 203,906.89
Report Totals			\$ 203,906.89		

5. To generate a report for a specific account combination, perform a Fund, Function and Object Code search simultaneously using the aforementioned techniques.

4.4 Education Service Provider Report

The Education Service Provider report is used to print Education Service Provider transactions loaded in the FID application. The details printed are at the respective rolled-up levels for the respective Function and Object codes.

This file is to be submitted **only** by any public school district (including public school academy) that has purchased services in an amount equal to or greater than 50 percent of its general fund current operating expenditures.

To open the Education Service Provider Report screen, select "Reporting" from the first dropdown menu and "Education Service Provider Report" from the second dropdown menu. The Education Service Provider Report screen is displayed as shown below.

Reporting	Education Service Provider Report	Date: 08-11-2004
ESP Report		
School District: 56010	Midland Public Schools	User: Barry - CEPI Fiscal Year: 2002-2003
Please specify following criteria to print the report:		
Function From :	To :	
Object From :	To :	
Primary Sort Sequence:	Function	
OK		

- Users may enter selection criteria for funds, function and object codes. Searches can be as broad or as narrow as necessary depending upon how defined the user's selection criteria is. Once the selection is defined, users can determine the primary sort sequence the report will take.

NOTE: If a search produces no results, "No records meet selection criteria" will appear on the report.

- To perform a search for a specific function, such as Basic Program, enter "11" in the **Function From** field and "11" in the **Function To** field. On selection of **OK**, the application displays the report below for "Function" sequence.

FIDrptESP		FID Application	8/20/2004 1:44 PM
		ESP Report	
		Fiscal Year 2002-2003	
		School District 12345 – Happy Valley School District	
		Function Codes : 11 to 11, Object Codes : ALL to ALL, Sort By : Function, Object	
Function :	11 - Basic Program		
Object	Object Description	Amount	
311	Instructional Services	\$	222,254.37
319	Other Professional and Technical Services	\$	51,177.21
Total for 11 - Basic Program		\$	273,431.58
Report Totals		\$	273,431.58

- In order to search for a specific object code, such as Management Services, enter "315" in the **Object From** field and "315" in the **Object To** field. On selection of **OK**, the application displays the report below for the Object Code primary sequence.

FIDrptESP		FID Application	8/20/2004 1:41 PM
		ESP Report	
		Fiscal Year 2002-2003	
		School District 12345 – Happy Valley School District	
		Function Codes : ALL to ALL, Object Codes : 315 to 315, Sort By : Object, Function	
Object :	315 - Management Services		
Function	Function Description	Amount	
24	Support Service School Administration	\$	15,023.81
25	Support Services Business	\$	21,929.89
Total for 315 - Management Services		\$	36,953.70
Report Totals		\$	36,953.70

- To generate a report for a specific account combination, perform a Function and Object Code search simultaneously using the aforementioned techniques.

4.5 Error Report

The Error Report is used to print error and warning details for transactions loaded into the FID application. The details printed are at a transaction level for the respective transaction type.

To open the Error Report screen, select "Reporting" from the first dropdown menu and "Upload Error Report" from the second dropdown menu. The Error Report screen displays as shown below.

- Select the desired transaction type.
- Select to view error transactions, warning transactions or both.
- On selection of **OK**, the following report for Balance Sheet, Errors & Warnings is displayed.

FIDrptError					FID Application					8/20/2004 2:18 PM				
Expenditure Data Load Error Report														
Fiscal Year 2002-2003														
School District 12345 – Happy Valley School District														
Fund	Function	Object	Program	State	School	Amount	Type	Error/Warning Description						
11	111	1790	0	0	7363	\$	-12,646.96	W	5011	Expenditure amount for Function(111) and Object(1790) is negative (-12646.96)				
11	111	3130	0	0	0	\$	2,839.81	E	0908	School Code expected for Function (111)				
11	113	3130	0	0	0	\$	4,141.61	E	0908	School Code expected for Function (113)				
11	113	3930	0	0	5631	\$	615.43	W	5003	Function Code 113 should not be used with Object Code 3930				
11	113	5710	0	0	5631	\$	870.58	W	5003	Function Code 113 should not be used with Object Code 5710				
11	118	1170	0	0	0	\$	879.00	E	0908	School Code expected for Function (118)				
11	118	1170	0	0	0	\$	879.00	W	5003	Function Code 118 should not be used with Object Code 1170				
11	118	1170	0	0	5517	\$	681.30	W	5003	Function Code 118 should not be used with Object Code 1170				
11	118	1170	0	0	7363	\$	681.30	W	5003	Function Code 118 should not be used with Object Code 1170				
11	118	5710	0	0	0	\$	2,607.00	E	0908	School Code expected for Function (118)				

4.6 Building Level Expenditure Report

The Building Level Expenditure Report is used to print Building Level Expenditure transactions loaded into the FID application. The details printed are at the respective rolled-up levels for the respective Fund, Function and Object codes.

To open the Building Level Expenditure Report screen, select "Reporting" from the first dropdown menu and "Building Level Expenditure Report" from the second dropdown menu. The Building Level Expenditure Report screen displays as shown below.

1. Enter the School/building code for a specific expenditure report or click "All Schools" if a report is required for all schools.
2. Enter selection criteria for funds, function and object codes. Searches can be as broad or narrow as needed depending upon how defined the user's selection criteria are. Once the selection is defined, users can determine the sort sequence (primary, secondary, and tertiary) the report will take.

NOTE: If a search produces no results, "No records meet selection criteria" will appear on the report.

3. Since the Expenditure report is printed at a rolled-up level, enter only one digit of the Fund Code. To perform a search for a specific fund, such as the General Fund, enter "1" in the **Fund Codes From** field and "1" in the **Fund To** field.

Searching for Special Revenue Funds is slightly different. To search for a specific fund such as the Athletic Fund, enter "21" in the **Fund Codes From** field and "21" in the **Fund To** field. For a listing of all Special Revenue funds, enter "2" in the **Fund Codes From** field and "3" in the **Fund To** field.

4. To perform a search for a specific function, such as Special Education, enter "122" in the **Function From** field and "12" in the **Function To** field.
5. In order to search for a specific object code, such as Textbooks, use only the first two digits of the code. Enter "52" in the **Object From** field and "52" in the **Object To** field.

6. On selection of **OK**, the application displays the following report for "School" as the primary sequence, "Fund" as the secondary sequence, and "Function" as the tertiary sort sequence.

FIDrptSchoolWiseExpenditure		FID Application		8/11/2004 12:53 PM	
Building Level Expenditure Report					
Fiscal Year 2002-2003					
School District 12345 – Happy Valley School District					
Fund Codes : ALL to ALL, Function Codes : ALL to ALL, Object Codes : ALL to ALL, Sort By : School, Fund, Function					
School : 00000 - Anchor Bay School District					
Fund : 1 - General Fund					
Function	Function Description	Object	Object Description	Amount	
221	Improvement of Instruction	1800	\$	29,742.17	
221	Improvement of Instruction	2800	\$	5,825.10	
221	Improvement of Instruction	3200	\$	7,312.63	
221	Improvement of Instruction	5100	\$	7,129.33	
Sub-Total for		221 - Improvement of Instruction \$		50,009.23	
222	Educational Media Services	1100	\$	43,559.67	
222	Educational Media Services	1800	\$	15,936.75	
222	Educational Media Services	1900	\$	3,274.81	
222	Educational Media Services	2100	\$	12,942.11	
222	Educational Media Services	2800	\$	9,961.02	
222	Educational Media Services	4100	\$	975.00	
222	Educational Media Services	5900	\$	7,667.94	
Sub-Total for		222 - Educational Media Services \$		94,317.30	

5. Appendix A – File Layouts

5.1 Balance Sheet Layout

Field Name	Max Size in Bytes	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Balance Sheet Major Class	3	3 - 5	Alphanumeric
Suffix Code (*Optional)	4	6 - 9	Alphanumeric
Not Used (*Optional)	16	10 - 25	Alphanumeric
Ending Balance	14	26 - 39	Numeric

*Optional fields must be included in the layout. The optional piece is providing data at this level.

5.2 Revenue Layout

Field Name	Max Size in Bytes	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Revenue Major Class	3	3 - 5	Alphanumeric
Suffix Code	4	6 - 9	Alphanumeric
Not Used (*Optional)	16	10 - 25	Alphanumeric
Amount	14	26 -39	Numeric

* Optional fields must be included in the layout. The optional piece is providing data at this level.

5.3 Expenditure Layout

Field Name	Max Size in Bytes	Position	Specification
Fund Code	2	1 - 2	Alphanumeric
Function Code	3	3 - 5	Alphanumeric
Object Code	4	6 - 9	Alphanumeric
Program Code (*Optional)	3	10 - 12	Alphanumeric
State Code (*Optional)	4	13 - 16	Alphanumeric
School (Facility/Building)	5	17 - 21	Alphanumeric
Other (*Optional)	4	22 - 25	Alphanumeric
Amount	14	26 - 39	Numeric

* Optional fields must be included in the layout. The optional piece is providing data at this level.

5.4 Education Service Provider Layout

Field Name	Max Size in Bytes	Position	Specification
ESP Function Code	3	1 - 3	Alphanumeric
ESP Object Code	4	4 - 7	Alphanumeric
Amount	14	8 - 21	Numeric

5.5 XML File Schema

```

<?xml version="1.0" ?>
- <Schema name="Root" b:root_reference="Root" b:standard="XML" xmlns="urn:schemas-microsoft-com:xml-data" xmlns:b="urn:schemas-microsoft-com:BizTalkServer" xmlns:d="urn:schemas-microsoft-com:datatypes">
- <ElementType name="Root" content="eltOnly" model="open">
  <element type="FiscalYear" maxOccurs="1" minOccurs="0" />
  <element type="District" maxOccurs="*" minOccurs="0" />
- <ElementType name="District" content="eltOnly" model="open">
  <AttributeType name="ReLoad" d:type="string" />
  <AttributeType name="Code" d:type="string" />
  <attribute type="Code" required="no" />
  <attribute type="ReLoad" required="no" default="No" />
  <element type="BalanceSheet" maxOccurs="1" minOccurs="0" />
  <element type="Revenue" maxOccurs="1" minOccurs="0" />
  <element type="Expenditure" maxOccurs="1" minOccurs="0" />
  <element type="EducationServiceProvider" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
- <ElementType name="BalanceSheet" content="eltOnly" model="open">
  <element type="BRecord" maxOccurs="*" minOccurs="0" />
- <ElementType name="BRecord" content="eltOnly" model="open">
  <element type="FundCode" maxOccurs="1" minOccurs="0" />
  <element type="MajorClass" maxOccurs="1" minOccurs="0" />
  <element type="Suffix" maxOccurs="1" minOccurs="0" />
  <element type="NotUsed" maxOccurs="1" minOccurs="0" />
  <element type="EndingBalance" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
- <ElementType name="Revenue" content="eltOnly" model="open">
  <element type="RRecord" maxOccurs="*" minOccurs="0" />
- <ElementType name="RRecord" content="eltOnly" model="open">
  <element type="FundCode" maxOccurs="1" minOccurs="0" />
  <element type="MajorClass" maxOccurs="1" minOccurs="0" />
  <element type="Suffix" maxOccurs="1" minOccurs="0" />
  <element type="NotUsed" maxOccurs="1" minOccurs="0" />
  <element type="Amount" maxOccurs="1" minOccurs="0" />
  </ElementType>
</ElementType>
- <ElementType name="Expenditure" content="eltOnly" model="open">
  <element type="ERecord" maxOccurs="*" minOccurs="0" />
- <ElementType name="ERecord" content="eltOnly" model="open">
  <element type="FundCode" maxOccurs="1" minOccurs="0" />
  <element type="FunctionCode" maxOccurs="1" minOccurs="0" />

```


6. Appendix B - Creating CSV FID Files in Excel

6.1 What is a CSV file?

CSV stands for Comma Separated Values, sometimes also called Comma Delimited. A CSV file is a specially formatted, plain text file that stores spreadsheet or basic database-style information in a very simple format, with one record on each line, and each field within that record separated by a comma. This offers the advantage of not having to fill empty spaces as you would with fixed-length text files.

6.2 How do I use Excel to create a CSV file?

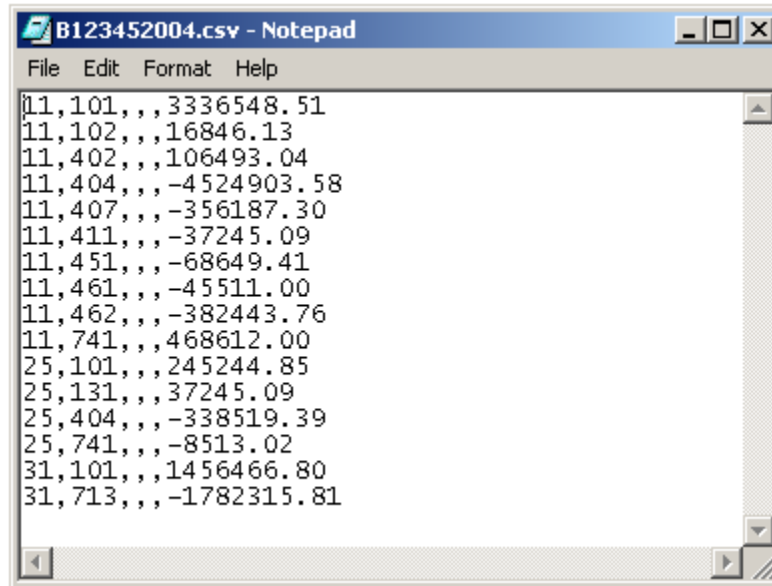
1. Review the FID record layout information in Appendix A to determine what specific information and formatting are required for FID uploading.
2. You will need to create three separate files: balance sheet, revenue, and expenditure. Because you will be saving these documents as a CSV, do not use the multiple screen option of Excel.
3. Setup your Excel file so there is a column for each field. You may create a header for each column using the "Field Name" for your reference. However, this header cannot be included in the file you upload into the FID. Be sure to remove it before saving, otherwise your file will be rejected.
4. At this point, you can begin entering your data. The following example is based on a balance sheet file. Be aware that columns must be set as text only. Otherwise, Excel automatically places commas in numbers larger than three digits. These extra commas are considered illegal characters and will cause the file to be rejected by the system.

	F18		=			
	A	B	C	D	E	F
	Fund Code	Balance Sheet Major Class	Suffix Code (Optional)	Not Used (Optional)	Ending Balance	
1						
2	11	101			1000	
3	11	102			1500	
4	11	103			2000	
5						
6						

5. Once all the data has been entered, save the file as a CSV. This option is available under **"File ► Save As."** You will first be prompted to enter a name for your new file. After this is completed, select the option "CSV (Comma delimited *.csv)" from the dropdown box.

When entering a file name, remember that it must conform to the FID file-naming convention. Please refer to Section 3.2.1.2 – File Path and Name of the User's Guide.

6. You can now use this CSV file to upload to the FID. If you use NotePad (located in the Accessories folder on your PC) to look at the new file, you will see that the file appears as below:



This is the correct formatting for a CSV file.

7. Please note: these directions only cover the basics of using Excel to create a file to upload to FID. For information regarding what specifically should be included and other formatting issues, please consult the FID FAQs and FID User's Manual. These documents are located on the FID Web site and within the application. If you have further questions, please contact the DIT Client Service Center at 517-335-0505, or e-mail Help-Desk@michigan.gov.

7. Appendix C – Error and Warning Descriptions

7.1 Error Messages

Error Message	Definition
Function code (xxx) needs to be submitted at level 3	This error indicates that the file did not contain the necessary level of information to identify the account. So if the error was for function code (110) and you were reporting Basic Program at the Elementary Program level, you would use function code (111).
Invalid Function (xxx) - does not match Chart of Accounts	This error indicates that the function code reported in a transaction is not allowable according to the Michigan Chart of Accounts.
Invalid Major Class (xxx) - does not match Chart of Accounts	This error indicates that the major class reported in a transaction is not allowable according to the Michigan Chart of Accounts.
Invalid Object (xxxx) - does not match Chart of Accounts	This error indicates that the object reported in a transaction is not allowable according to the Michigan Chart of Accounts.
Invalid School Code (xxxxx), does not exist in School Code Master	This error indicates that the school code reported for this transaction does not match an existing code in the School Code Master.
Invalid Suffix (xxxx) - does not match Chart of Accounts	This error indicates that the submitted suffix code does not match an existing suffix in the Michigan Chart of Accounts.
Major Class code length is more than maximum length allowed 3	This error indicates that the in your file, the major class field contains a figure longer than three spaces. Please refer to Appendix A for descriptions of the proper file layout.
Major Class code (xxx) needs to be submitted at level 3	This error indicates that the file did not contain the necessary level of information to identify the account. So if the error was for major class code (110) and you were reporting Taxes Levied at the Property Tax level, you would use major class code (111).
School Code expected for Function (xxx)	This error indicates that the system expected a particular transaction to be reported at the building level but no school code was provided. Please refer to the School Code Master to obtain the codes for your district.

7.2 Warning Messages

Warning Message	Definition
Duplicate Transaction for Fund (xx) + Function (xxx) + Object (xxx) + Program (x) + State (xxx) + School (xxxxx)	This warning indicates that you have included more than one record with the same fund, function, object, program, state, and/or school code. Transactions with identical combinations will be rolled up (added) by the system.
Expenditure amount for Function (xxx) and Object (xxxx) is negative (-xxx)	Expenditures are normally reported with debit balances. When they are submitted with credit balances at the detail level, a warning message is displayed.
Function Code xxx should not be used with Object Code xxxx	In expenditure files, this warning indicates a transaction that is not an approved account combination. Although it does not prevent files from being validated, in the future this could be enforced by the Michigan Department of Education.
Major Class (xxx) expected as credit, debits received in incoming file	An opposite balance has been received in the submitted file. This warning can apply to revenue files and certain balances within the balance sheet file.
Major Class (xxx) expected as debit, credits received in incoming file	An opposite balance has been received in the submitted file. This warning is applicable to the balance sheet file.
Major Class (xxx) should not be used with Fund (xx)	This warning indicates a transaction that is not an approved account combination. Although it does not prevent files from being validated, in the future this could be enforced by the Michigan Department of Education.

7.3 Cross File Validation Messages

Cross File Validation	Description
Validated for General Fund Expenditure Not Equal To Zero	This verification procedure checks to ensure that general fund expenditures for the district have been reported. Users who receive a red "X" in this field need to check their expenditure file.
Validated for General Fund Revenue Not Equal To Zero	This verification procedure checks to ensure the general fund revenues have been reported. At a minimum, state school aid funds must be reported here; otherwise the file will be flagged with a red "X."
Validated for ESP File Requirement	Indicates that after the financial information was rolled-up, the system found that total purchased services are greater than or equal to 50 percent of the general fund current operating expenses. When this occurs, districts and ISDs are required to submit an ESP file.
Validated for ESP File Amount \geq 1/2 of Purchase Service Amount	When an ESP file is submitted, the system validates that it captures an amount of expenditures that are greater than or equal to 50 percent of the general fund current operating expenses.

Validated for District Wide Expenditure Reporting	This error is produced during the cross-file validation process when school-level amounts do not total at least 80 percent of the district amount for functions 118, 119, 122, 125 and 127.
Validated for salary information	This verification procedure ensures that when mandatory benefits are reported, corresponding salary information has to be reported as well.
Validated for employee benefit information	This verification procedure ensures that when salaries are reported, corresponding mandatory benefits have been reported as well.
Validated if employee benefit > salary	This verification procedure ensures that the benefits reported do not exceed the corresponding salaries reported.
Credit/Debit Verification	
Verified for Credit/Debit rolled up Balance Sheet	The system has identified an inappropriate balance for either assets or liabilities at the rolled-up level in the balance sheet.
Verified for Credit rolled up Revenues	The system has identified an inappropriate balance for debits at the rolled-up level in the revenue file. Major classes 153 (Gains/Losses on the sale of investments) and 193 (Gains/Losses on sale of fixed assets) are exceptions to this rule.
Verified for Debit rolled up Expenditures	The system has identified an inappropriate credit balance at the rolled-up level in the expenditure file.